Submitting a PO-backed Invoice
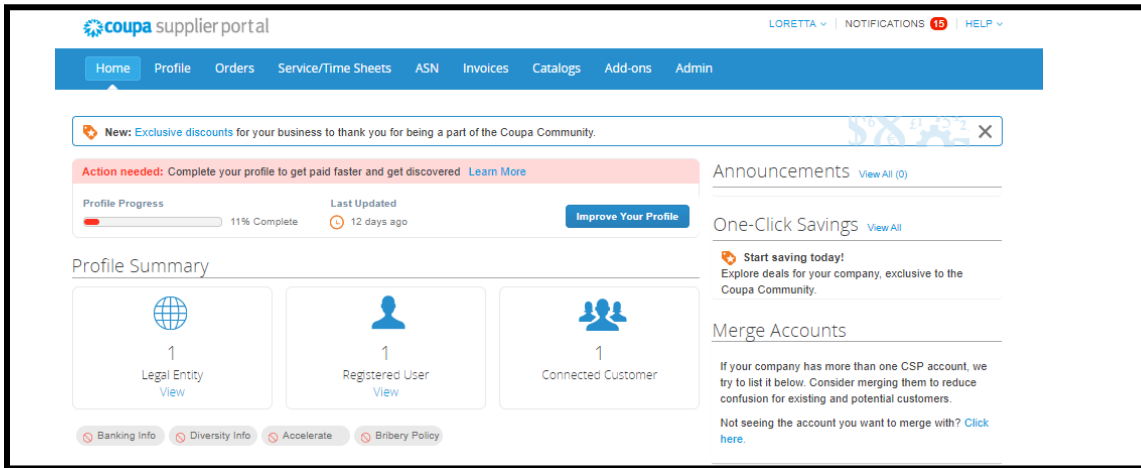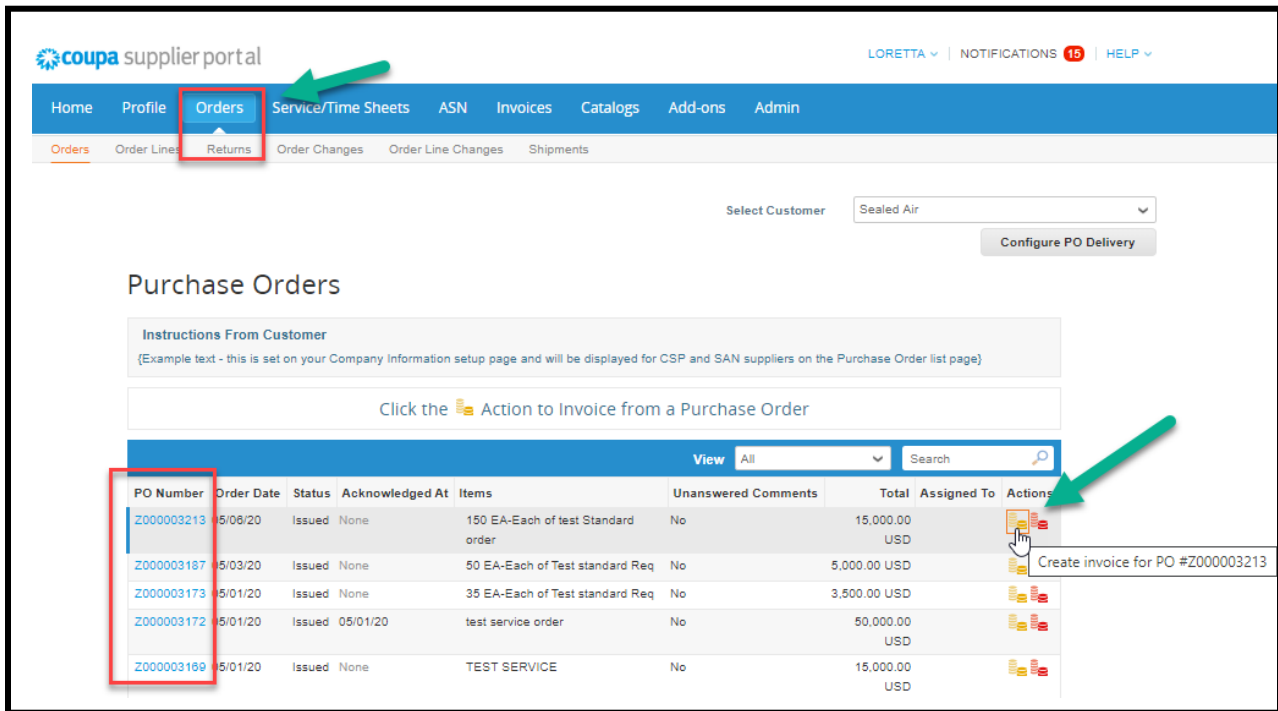
Sign in to CSP (Coupa Supplier Portal)

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

Create Invoice from PURCHASE ORDER (Single PO):

To create a PO-backed invoice (flip a Purchase Order), click on Orders in the header and a list of available POs will appear. Click on the gold coins under Actions.

Details from the PO will automatically fill. Supplier must add the remaining details.
A red * indicates a required field.

⚙ General Info

1. * Enter a <u>unique</u> invoice number (an invoice number cannot be reused)
2. * Enter the invoice date (current date will default)
3. Payment Term is set based on PO and cannot be changed
4. * Currency will default according to the PO
5. Delivery Number – not required
6. Status of the invoice
7. Image Scan – DO NOT USE (your invoice is to be attached under *Attachments)
8. Supplier Note – this is optional
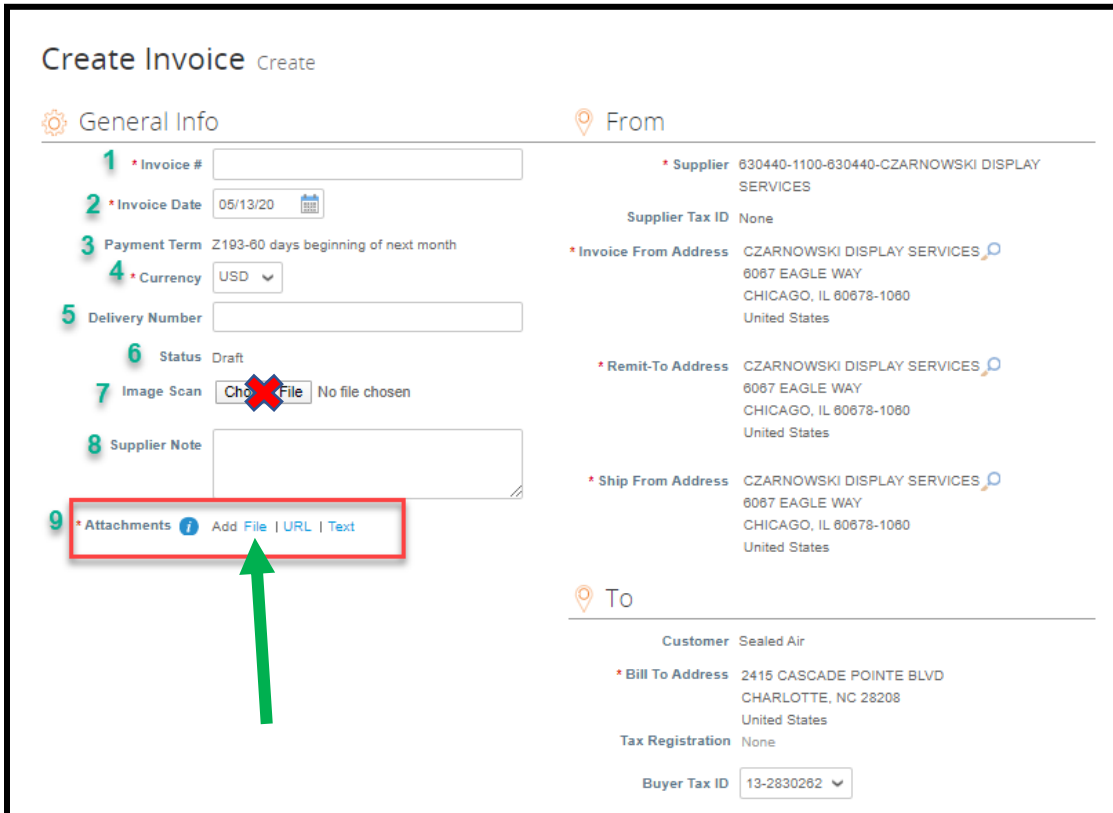9. * Attachments – **You are required to attach a copy of your original Invoice**
   Click Add **File** to attach a PDF copy of your original invoice *while creating the invoice* in Coupa
   A copy *cannot* be attached later
   If your original invoice is not attached, the Coupa invoice will be rejected by AP
   <u>DO NOT USE Image Scan</u> field (#7) to attach the invoice
   Do not attach a link to your website, do not click URL, do not click Text
   Do not add a message in the attachment field

⊙ From

1. ***** Supplier – Defaults from the PO
2. Supplier Tax ID – Defaults from PO
3. ***** Invoice From Address – Defaults from supplier profile/it can be changed
4. ***** Remit-To Address – Defaults from supplier profile/it can be changed
5. ***** Ship From Address – Defaults from supplier profile/it can be changed

There is a magnifying glass 🔍 to the right of the Invoice, Remit-To and Ship From address fields. If a change is made, click Save.

◉ To

This section defaults from the Purchase Order; the pre-populated fields cannot be changed.

◉ To

Customer	Sealed Air
* Bill To Address	2415 CASCADE POINTE BLVD
	CHARLOTTE, NC 28208
	United States
Tax Registration	None
Buyer Tax ID	13-2830262 ⌄
Ship To Address	SEALED AIR CORPORATION
	2415 CASCADE POINTE BLVD
	CHARLOTTE, NC 28208
	United States
	Location Code: 511992800
Tax Registration	None
Tax Text	
Payment Reference #	
ISR #	

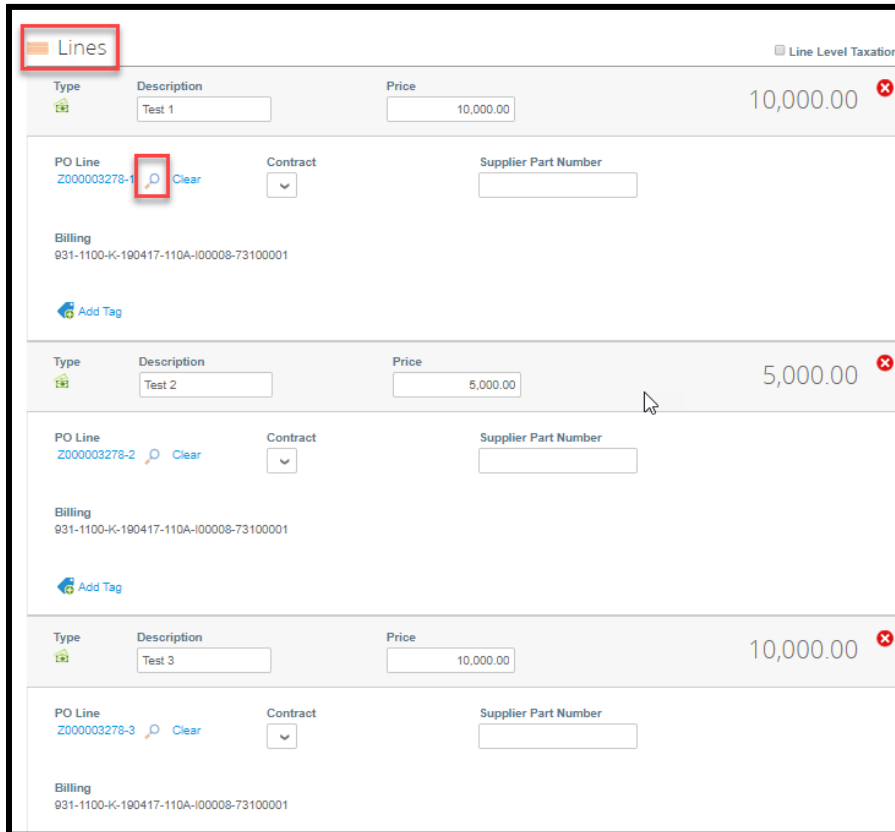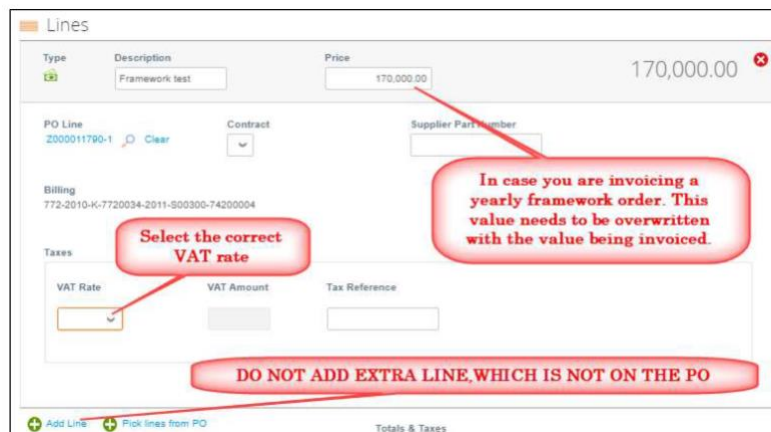## ☰ Lines

All lines on the PO will populate.

If you click on the 🔍 to the right on the PO number, you can view the PO details and see also if a line has already been invoiced.

EUROPE ONLY, ensure you enter the VAT rate and amount for each line item

In this example, Line 2 has already been invoiced (see below).

If there are multiple lines on the PO, **delete** any PO lines that will not be on this invoice.

Do not enter a zero; delete the line if it is not being invoiced at this time. Scroll down to *Lines* and click on the ⊗ for each line that will *not* be on the invoice. *Any line that is deleted from the invoice is still available on the PO for invoicing later. This does not delete the lines on the PO.*

You will see these options (Add Line or Pick lines from PO) – please **DO NOT USE** these.
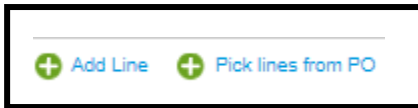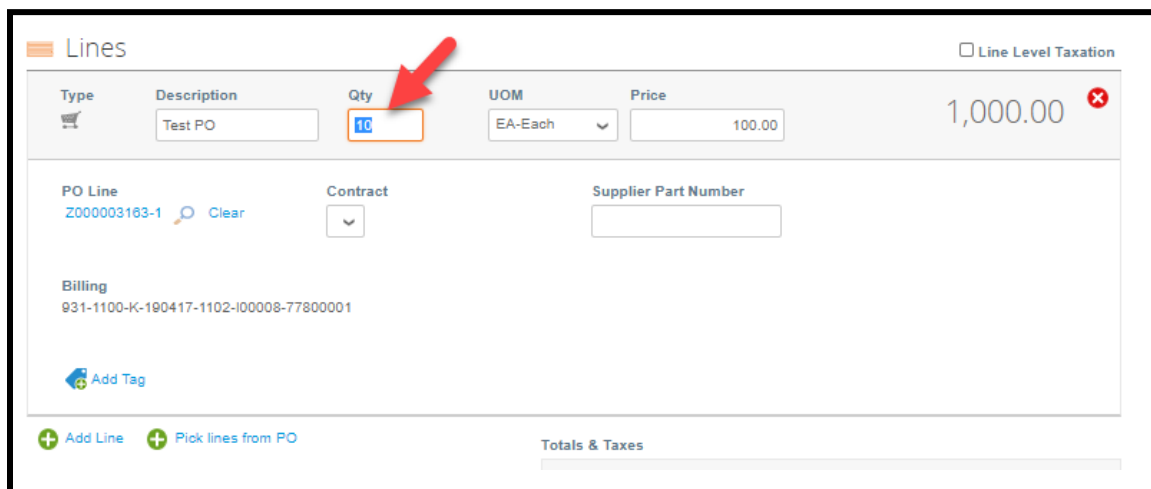

Partial invoices:

There are two types of POs – Quantity-based and Price-based.

- If you are invoicing for a partial amount, modify the amount in the Price field to the amount that you are invoicing.

- If you are invoicing for partial Quantity, modify the Quantity.

Partial Invoice <u>Quantity</u>:

PO is created for Qty 10 but the invoice is only for Qty 5.

Change the Qty in the Qty box (example here is 5 – instead of 10); enter 5.

When you are ready to submit your invoice, scroll down and click **Calculate** to get the new Total. Here is still shows $1,000.00 (Qty 10 @ 100.00 EA)
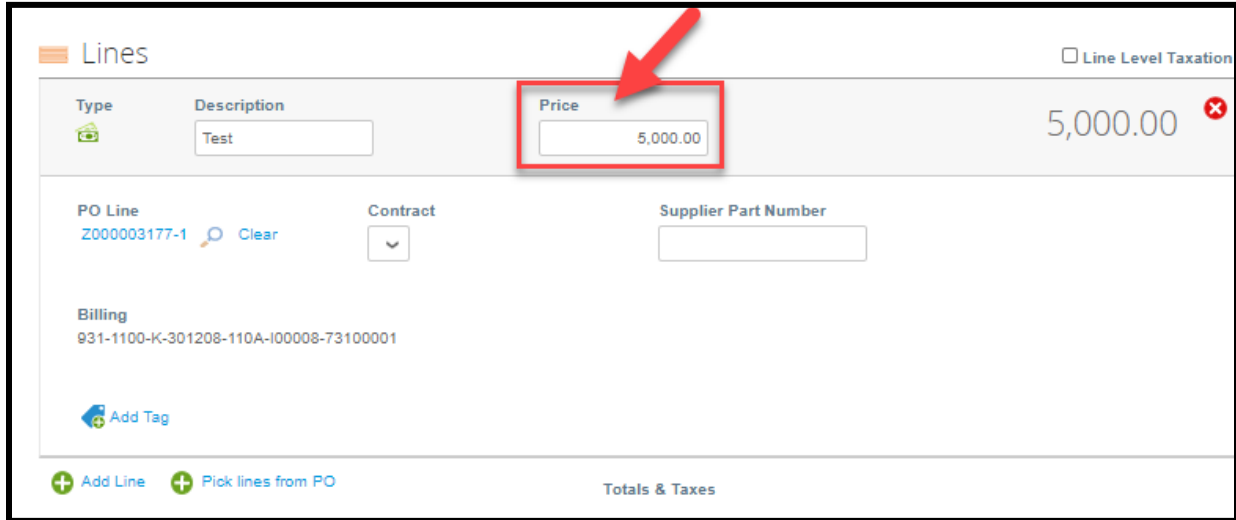

After you click Calculate it shows the correct total of $ 500.00 (Qty 5 @ 100.00 EA)

Partial Invoice Price:

PO is created for Price 5,000.00 but the invoice is only for 2,500.00
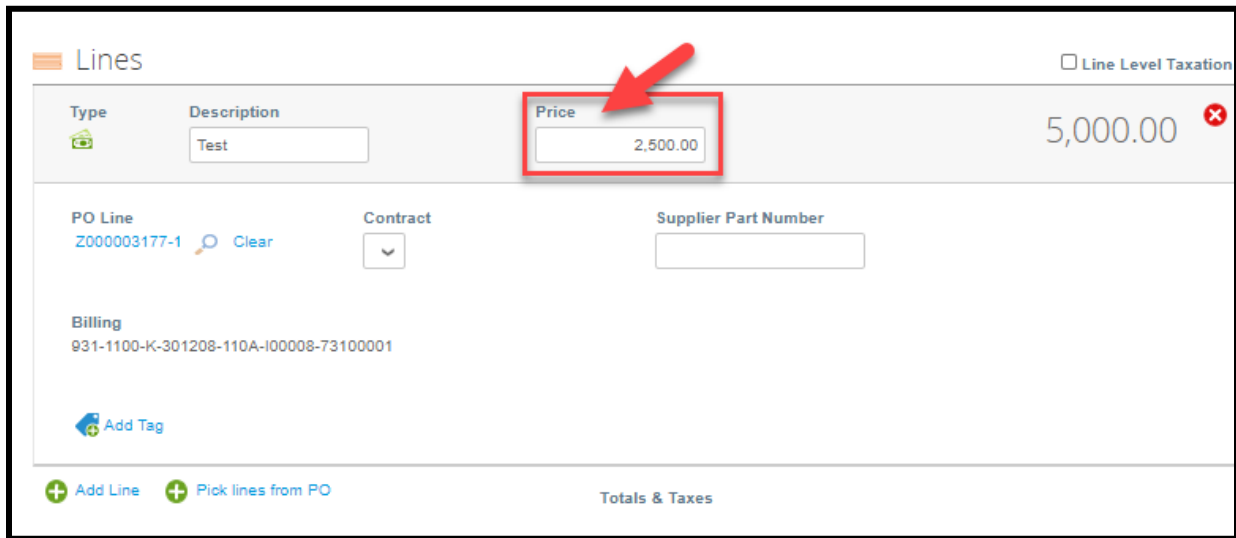
Change the Price in the Price box (example here is 2,500.00 – instead of 5,000.00)

When you are ready to submit your invoice, scroll down and click **Calculate** to get the new Total. Here it still shows Total 5,000.00

Total Tax	0.00
Net Total	5,000.00
Total	**5,000.00**

Delete   Cancel   Save as Draft   Calculate   Submit

After you click **Calculate** it shows the correct total of 2500.00

Total Tax	0.00
Net Total	2,500.00
Total	**2,500.00**

Delete   Cancel   Save as Draft   Calculate   Submit

Shipping, Handling, Misc Charges

For Shipping, Handling and Miscellaneous charges (for example, Pallet charges) enter the Amount under the header Totals & Taxes.

Enter the Amount in the field *to the right of the type of charge* (Shipping, etc.).
DO NOT ENTER anything in the Tax or Tax Reference fields or your invoice will be rejected.

EUROPE ONLY: Ensure you enter the VAT for each of those. Please DO NOT ADD line to invoice for these charges, only use the section at the bottom of the invoice.

Totals & Taxes

To add Tax to the invoice, *if needed*, scroll to the bottom of the screen and enter the Tax (*either by % or by Amount*). You can simply enter the dollar amount of the tax or the percentage number in the appropriate field.

DO NOT enter the Tax on the Shipping, Handling, Misc lines. *If you do, your invoice will be rejected.*

Always click *Calculate* to review your Coupa invoice Total to ensure a match with your pdf invoice copy before you submit your invoice By** clicking Calculate, the invoice will update the Qty/Price calculation, any miscellaneous charges added, and Tax if added.

Then click *Submit*.

Once Submitted, the invoice will be sent to Sealed Air.

If you have an error, the invoice will not submit. You must scroll back up to the top and the error will be identified in red. All errors must be corrected, and the invoice must be submitted again.

Supplier FAQ's

1. What 'remit-to' email address do I use when onboarding to Coupa?

It depends on your method of payment.
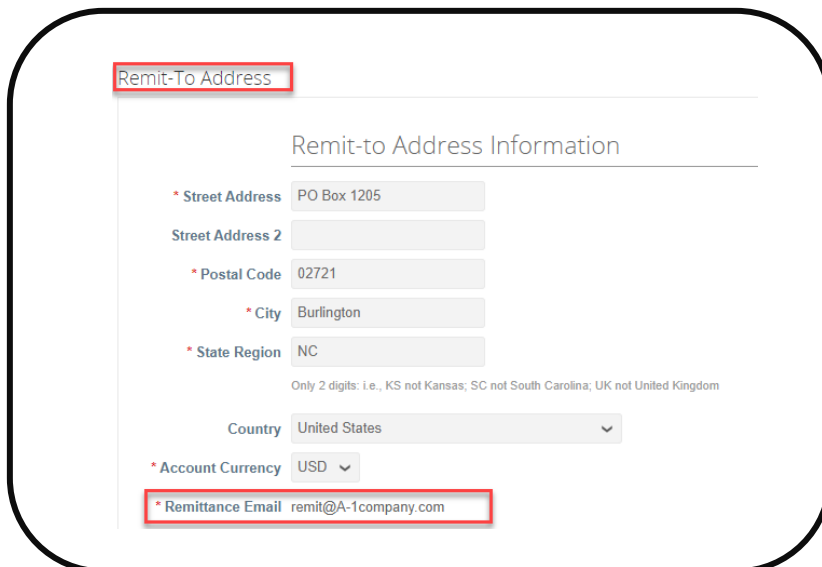
- ACH direct deposit from Sealed Air to your bank – use your Accounts Receivable email address
- Virtual Card (or VCard) by Citibank – use your Accounts Receivable email address. [VCard is an individual credit card number issued to the supplier to use to pick up payments for invoices.]
- Virtual Card (or VCard) using Boost as your payment facilitator -- use your Boost email address (ends in @BOOSTINTERCEPT.COM.   If a vendor does not have credit card functionality, a service called BOOST is used to issue an ACH payment based on that credit card number.

If you are unsure of your payment method/provider, contact your Sealed Air Buyer or your Receivables team

Under *Profile*, Your *Customer Profiles*:
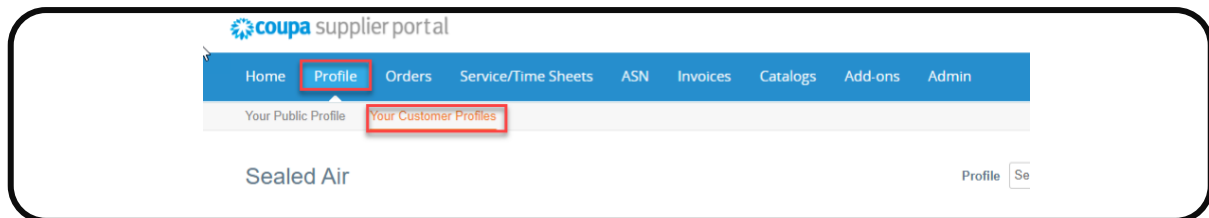
Scroll down to *Remit-To Address* and be sure the correct remittance email is entered.

2. How do I need to submit my original invoice copy with the Coupa invoice?

It is required to attach a copy of your original Invoice when creating an invoice in Coupa

The original vendor invoice _must_ be attached in Coupa in PDF format in the ATTACHMENT field (not Image Scan field) when an invoice is created in Coupa. It cannot be attached later.

- **Use the <u>Attachments</u>** 'File' Option only (see green arrow and box in screenshot below)
- Do not use Image Scan field to attach the invoice
- Do not attach a link to the vendor's website
- Do not add a message in the attachment field
- Only attach a PDF copy of the original invoice in Attachments field
- Invoice must be attached at invoice creation in Coupa; it can't be attached after it is submitted

3. If a PO has multiple lines, how do I create an invoice for only some lines?

When a vendor creates a PO flip invoice and there are multiple lines on the PO, the vendor should **delete** any PO lines that will not be on that invoice. Scroll down to *Lines* and click on the ❌ for each line that will *not* be on the invoice.
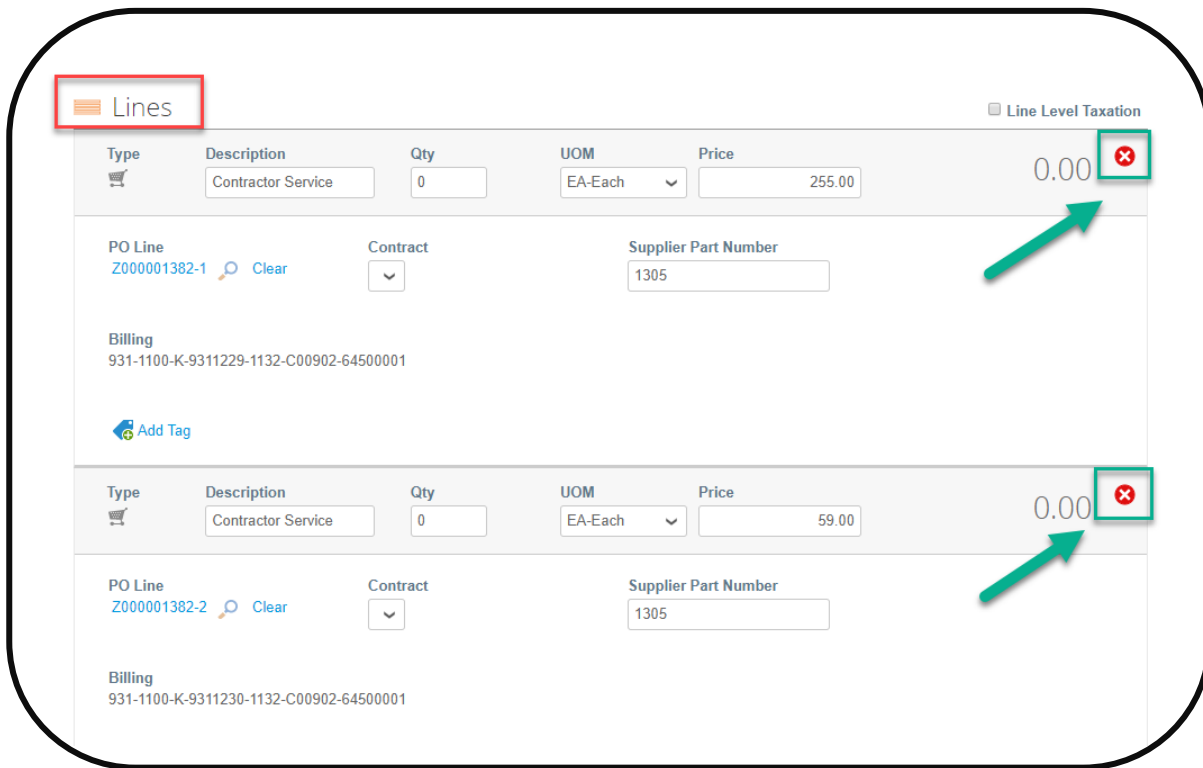
4. Create a VIEW for the Sealed Air address when creating non-PO invoices.

This can be done for both 'Bill To' and 'Ship To' addresses

Go to *Invoices* on your Home page:

Click *Create Blank Invoice*:
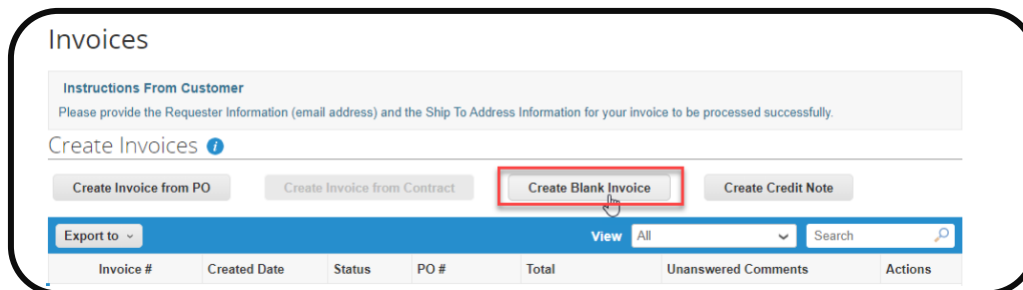
Scroll down to the *To* section and click on the magnifying glass in the *Bill To Address* field:

You will see Sealed Air addresses globally.

Start typing *Charlotte* in the text field and click on charlotte when it appears, then click on the

You will see the address for Charlotte only and you can choose the appropriate billing address (either Sealed Air Canada or Sealed Air US)


T**o create and save a View** for future use, click the dropdown arrow next to All and click Create View

Name your view, tick who can have visibility, and set up Conditions. Drag & drop under Columns to set up Columns. Be sure to scroll down and Save your view.

5. Ensure the correct tax is calculated when creating invoices in Coupa.

To add Tax, *if needed*, scroll to the bottom of the screen and enter the Tax (*either by % or by Amount*).

Click *Calculate* to review your invoice balance/total to ensure a match with your pdf invoice copy.

Then click *Submit*.

DO NOT enter the Tax on the Shipping, Handling, Misc lines. *If you do, your invoice will be rejected.*